



HOUSING AND COMMUNITY DEVELOPMENT REP 1 AND 2

Agency Code: 2699 - Exam Code: 0PB17

This multi-level examination is for:

Class Code: 9023 HOUSING AND COMMUNITY DEVELOPMENT REP I

Class Code: 8962 HOUSING AND COMMUNITY DEVELOPMENT REP II

Department(s):	Dept of Housing & Community Development
Opening Date:	5/25/2010 11:45:00 AM
Closing Date:	Continuous
Type of Examination:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$3,106.00 to \$5,616.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Limited Term Full-time
Exam Type:	SPOT Exam Single Selection
Location(s):	Sacramento County

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time. Once you have taken the examination, you may not retake it for twelve (12) months.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements please call:

State Personnel Board
Examination and Selection Services Section
1-866-844-8671

Telecommunications Device for the Deaf (TTY) (916) 654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: From TTY phones: 1(800) 735-2929, for voice phones: 1(800) 735-2922.

SALARY INFORMATION

Housing and Community Development Representative I -

Range A* \$3,106 - \$3,245 per month

Range B \$3,204 - \$3,708 per month

Range C \$3,841 - \$4,670 per month

Housing and Community Development Representative II - \$4,619- \$5,616 per month

*Alternate Range Criteria 101

Established 4/13/78

Revised 9/1/88; 12/2/08 Pay Letters 08-38 and 08-40

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Housing and Community Development Representative I.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have either: (1) satisfactorily completed the equivalent of six months of Housing and Community Development Representative I, Range A; or (2) six months of satisfactory experience obtained outside State service performing technical or professional housing-related duties similar to those of Housing and Community Development Representative I.

Range C. This range shall apply to persons who have either: (1) graduated from a recognized four-year accredited college or university; or satisfactorily (2) completed 12 months within the class of Housing and Community Development Representative I, Range B; or (3) completed 18 months of experience outside State service performing technical or professional community development and housing-related duties similar to those of Housing and Community Development Representative I.

Typical examples of the settings of experience used in meeting the Ranges B and C criteria are: State service; Federal Government such as Housing and Urban Development, Federal Housing Administration, Farmers Home Administration; local city and county housing agencies; and private housing entities which provide work experience comparable to that of a Housing and Community Development Representative I. Experience in different settings may be combined toward meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

POSITION STATEMENT

Positions exist only in Sacramento, California.

ELIGIBLE LIST INFORMATION

Two separate merged eligible lists will be established by the State Personnel Board for use by the Department of Housing and Community Development. The names of successful competitors will be merged onto the appropriate eligible list(s) in order of final scores, regardless of test date.

Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Examination to reestablish eligibility.

Once you have taken the Training and Experience Examination, you may not retake it for twelve (12) months.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional State experience pattern.

HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE I

EITHER I

Education: Equivalent to graduation from college with a major in rural or urban planning, rural or urban affairs, geography, or community development; or equivalent to graduation from college with a major in economics, finance, public administration, real estate, business administration, political science, or government which has included at least six semester (or nine quarter) units in rural or urban administration, rural or urban politics, rural or urban economics, land use planning, rural or urban affairs, or geography. [Registration as a senior in a recognized institution will admit applicants to the examination, but evidence of graduation (or its equivalent) must be furnished before they can be considered eligible for appointment.] [Full-time technical or professional work experience in a housing-related field may be substituted for the required education on a year-for-year basis by applicants who have at least 12 semester (or 18 quarter) units of college work in areas which would lead to the above-indicated majors.]

OR II

Three months of experience in the California State Department of Housing and Community Development performing the duties of a Graduate Student Assistant, Range A.

OR III

Six months of experience in the California State Department of Housing and Community Development performing the duties of a Management Services Technician, Range B.

OR IV

Experience: One year of experience in the California State Department of Housing and Community Development performing the duties of a class comparable to Office Technician. **AND**

Education: Twelve semester or eighteen quarter units of college courses in rural or urban planning, rural or urban affairs, geography, public administration, business administration, economics, finance, or political science.

HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE II

EITHER I

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to Housing and Community Development Representative I, Range C. (Applicants may compete with six-months' experience at Range C, but they must complete the required 12 months of experience prior to being eligible for appointment.)

OR II

Experience: Three years of professional experience in one or a combination of the following:

1. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, low-income housing programs, or market housing development. Qualifying experience in such agencies or firms includes property management, underwriting, homeownership and tenant counseling, economics or statistical research, housing policy analysis, and housing law.
1. 2. In a public or private housing, economic, or community development related organization, with finance, loan officer, or economic development experience in a capacity such as mortgage banker, mortgage loan officer, or economic development packager.
1. 3. Extensive site acquisition and site development experience in a housing development operation in a capacity such as land agent.
1. 4. Loan packaging experience with a governmental housing, economic and/or business finance program(s).
1. 5. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community or economic development planning, including preparation of housing elements.
1. 6. Packaging home or other development loans, grants or development contracts utilizing private, State and Federal financing as a staff member of a housing/economic development corporation, or other organization fulfilling a similar function generating new construction, housing rehabilitation and/or development projects which benefit low and moderate income people.

(Experience in teaching urban planning or community development or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.) **AND**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in Rural or Urban Planning, Rural or Urban Land Economics, Architecture, or a related rural or urban studies field may be substituted for up to one year of the required general experience.)

EXAMINATION INFORMATION

Online Training and Experience Evaluation Examination - Weighted 100%

The sole component of the Housing and Community Development Representative I and the Housing and Community Development Representative II series examination is an online Training and Experience Evaluation Examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Training and Experience Examination.

[Click here to preview the examination questions.](#)

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Evaluation Examination will be on measuring competitively, relative to job demands, each competitor's Knowledge and Abilities, as stated on this bulletin.

KNOWLEDGE AND ABILITIES

Knowledge and abilities for the HCD Representative I & II levels

Knowledge of:

1. proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

Ability to:

1. reason logically and creatively and utilize a variety of analytical techniques to resolve issues.
2. exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
3. extract specific, relevant data and information from a larger body of material.
4. read and comprehend various technical documents such as policies, procedures, regulations, technical reports, and contracts.
5. reconcile discrepancies in data and information pertaining to program/project activities from multiple sources.
6. apply information gathered through research and/or training to current assignments or projects.
7. use tact and diplomacy when dealing with the needs, problems, and/or concerns of diverse populations.
8. identify information, materials, and resources needed to complete a project or assignment.
9. identify, analyze, and evaluate situations or problems to determine and implement appropriate courses of action.
10. establish project timelines to complete projects and assignments within desired timeframes.

Additional abilities for the HCD Representative II level

Ability to:

1. resolve conflicts with internal and external parties in a professional manner.
2. analyze, interpret, and apply federal, State, and local laws, regulations and programs to determine changes and possible outcomes.
3. reason logically to resolve complex housing, financial, or planning issues.
4. develop and evaluate procedures and guidelines to ensure compliance with contract or program criteria.
5. analyze, evaluate, and articulate the impact and effectiveness of programs, policies, and/or procedures.
6. resolve problems by researching issues, developing action plans, and implementing them to reach a positive outcome.
7. provide assistance and consultation to various groups and stakeholders regarding program/project information.

VETERANS' PREFERENCE POINTS

Veterans' Preference Points will be added to the final score of all competitors who are successful in the Housing and Community Development Representative I open examination, and who qualify for and have requested these

points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

Veterans' Preference Points will not be granted on the examination for Housing and Community Development Representative II.

CAREER CREDITS

Career Credits will not be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel throughout the State and work irregular hours.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL LEVELS:

Most positions require at least occasional travel. Therefore, possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles may be required.

HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE I

Willingness as a learner to do routine or detailed work in order to learn the practical application of housing principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or well- defined occupational or vocational interests; willingness and ability to accept increasing responsibility.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact an SPB Representative at the State Personnel Board,

Examination Services Unit
801 Capitol Mall, Sacramento, CA 95814
(866) 844-8671, TDD (916) 654-6336.

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922.

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

DISCLAIMER

[Please click here to review the official class specification.](#)

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department at (866) 844-8671.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation for Housing and Community Development Rep 1 and 2.](#)

